



This schedule applies to: Parks, Recreation and Culture Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of agencies relating to the functions of providing recreational, cultural and/or leisure facilities and activities to the public, such as parks, campgrounds, golf courses, stadiums, hunting and fishing areas, senior citizen/community centers, museums, zoos, fairs, and agricultural & arts exhibitions. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



REVISION HISTORY

| Version | Date of Approval | Extent of Revision |
|---------|-------------------|---|
| 1.0 | November 29, 2012 | New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. 6 new series covering Zoo Management created. All disposition authority numbers (DANs) have been assigned a prefix of "PR" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> . |

For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.



TABLE OF CONTENTS

| | | |
|----|----------------------------|---|
| 1. | FAIRS..... | 4 |
| 2. | PARKS AND RECREATION | 5 |
| 3. | ZOO MANAGEMENT..... | 7 |
| | INDEXES: | 9 |



1. FAIRS

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| PR57-01-01 Rev. 0 | EXHIBITOR LISTS Concise lists of all exhibitors at a fair, showing name, category, dates, etc. Generated annually. | Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| PR57-01-02 Rev. 0 | EXHIBITOR'S ENTRY FORM/SHOW SHEETS Information on each exhibitor and animal exhibited, showing name, type of entry, address, vet check verification, etc. Generated annually. | Retain for 2 years after end of calendar year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| PR57-01-03 Rev. 0 | RIBBON WINNERS LIST Concise lists of winners of events, shows name of winner, category, and placement. Generated annually. Data is sent to local newspapers for publication. | Retain for 2 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| PR57-01-04 Rev. 0 | TICKET SUMMARY RECORD A record of season passes; gate receipts, commercial passes, complementary passes, and voided tickets. Generated annually. | Retain for 4 years after end of fiscal year <i>or</i> until completion of State Auditor's examination report, <i>whichever is sooner</i> <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



2. PARKS AND RECREATION

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| PR50-13C-05 Rev. 0 | GIFTS AND DONATIONS INFORMATION FILES | Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
| PR50-13C-06 Rev. 0 | HORTICULTURE ACTIVITY AND PROJECT FILE | Retain for 6 years after completion of project <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| PR50-13C-09 Rev. 0 | PROGRAM SCHEDULES | Retain until no longer needed for agency business <u>and</u> completion of State Auditor's examination report <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| PR50-13C-19 Rev. 0 | RECREATION CLASS ATTENDANCE RECORDS May include class rosters, original sign-up sheets, registration forms, worksheets, reports, emergency information, waiver of liability, etc. Used for attendance and refund purposes. | Retain for 6 years after class completion <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--------------------------|--|---|
| PR50-13C-13 Rev. 0 | RECREATION PROGRAM FILES | Retain until obsolete or superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM |
| PR50-13C-16 Rev. 0 | SPORTS LEAGUES PERMITS | Retain for 6 years after expiration of permit <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



3. ZOO MANAGEMENT

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| PR2012-051 Rev. 0 | Animal Collection Records relating to acquisitions, deacquisitions, births and deaths of animals in the agency's collection. | Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention. | ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR |
| PR2012-052 Rev. 0 | Animal Health Files Records relating to tracking and monitoring the health of animals or animal groups (snakes, frogs, etc.) owned by the zoo or on loan to the zoo. May include preventative medicine, critical care, emergency care or elective medicine. Includes, but is not limited to: <ul style="list-style-type: none"> • Medical history, nursery records (feeding, growth, etc.), visits/check-ups, treatment (medication, x-rays), etc.; • Reports (lab, immobility, necropsy, histopathology), etc.; • American Association of Zoo Veterinarians (AAZV) health certificate, shipping information, post-entry quarantine inspection, etc. | Retain for 6 years after animal is no longer in collection <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| PR2012-053 Rev. 0 | Drug Disposal Files Records relating to the disposal of outdated drugs for the Drug Enforcement Agency. Includes DEA forms documenting disposal of medication, by whom, when and how. | Retain for 6 years after disposal of drug(s) <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| PR2012-054 Rev. 0 | Drug Purchase Files Drug Enforcement Agency form used to purchase/acquire narcotics for use in Animal Health Unit. | Retain for 6 years after last drug acquisition/log entry <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |



| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--------------------------------------|
| PR2012-055 Rev. 0 | <i>Drug Use Log</i> Logs tracking the daily use of narcotics by Animal Health staff. Includes amount used, when, by whom, how used, on what animal, disposal of excess amount, etc. | Retain for 6 years after end of calendar year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| PR2012-056 Rev. 0 | <i>Lab Reports</i> Reports for various tests conducted by lab technicians – parasitology, serology, pathology, cultures, bloodwork, etc. | Retain for 1 year after entry to animal health record <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |
| PR2012-057 Rev. 0 | <i>Necropsy Report Log</i> Log of necropsy reports and results indicating reason of death for animal. May be used to create annual reports for Association of Zoos and Aquariums (AZA). Excludes the reports and results, which are covered by PR2012-052, <i>Animal Health Files</i> . | Retain for 3 years after end of calendar year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |



INDEX: ARCHIVAL RECORDS

| | | | |
|---|---|---|---|
| FAIRS | | Horticulture Activity and Project File..... | 5 |
| Exhibitor Lists..... | 4 | Recreation Program Files..... | 6 |
| Ribbon Winners Lists | 4 | ZOO MANAGEMENT | |
| PARKS AND RECREATION | | Animal Collection..... | 7 |
| Gifts and Donations Information Files | 5 | | |

INDEX: ESSENTIAL RECORDS

There are no records series designated as “Essential” in the *Parks, Recreation and Culture Records Retention Schedule*.

INDEX: DISPOSITION AUTHORITY NUMBERS (DANs)

| | | | |
|-------------------|---|-------------------|---|
| PR2012-051..... | 7 | PR50-13C-09 | 5 |
| PR2012-052..... | 7 | PR50-13C-13 | 6 |
| PR2012-053..... | 7 | PR50-13C-16 | 6 |
| PR2012-054..... | 7 | PR50-13C-19 | 5 |
| PR2012-055..... | 8 | PR57-01-01 | 4 |
| PR2012-056..... | 8 | PR57-01-02 | 4 |
| PR2012-057..... | 8 | PR57-01-03 | 4 |
| PR50-13C-05 | 5 | PR57-01-04 | 4 |
| PR50-13C-06 | 5 | | |



INDEX: SUBJECTS

A

accounting..... *see CORE*
animal
 acquisitions..... 7
 births..... 7
 deacquisitions..... 7
 deaths..... 7
 health certificate..... 7
animal collection..... 7
animal health..... 7
as-built drawings..... *see CORE*
asset management..... *see CORE*
attendance (parks/recreation)..... 5

B

benefits (human resources)..... *see CORE*
bloodwork..... 8
boards/councils/committees..... *see CORE*

C

community relations..... *see CORE*
construction..... *see CORE*
contracts..... *see CORE*
county fairs..... 4

D

death
 necropsy reports..... 8
design/construction..... *see CORE*
drawings..... *see CORE*
drug
 disposal..... 7
 purchase..... 7
 use..... 8

E

electronic information systems..... *see CORE*
executive communications..... *see CORE*
exhibitors (fairs)..... 4

F

facilities use permits..... *see CORE, Contracts & Agreements*
fairs..... 4
financial..... *see CORE*
fleet/motor pool..... *see CORE*

G

gate receipts (fairs)..... 4
gifts/donations (parks/recreation)..... 5
glossary of terms..... *see CORE*
governing bodies..... *see CORE*

H

health
 animal..... 7
 horticulture (parks/recreation)..... 5
 human resources..... *see CORE*

I

inventories..... *see CORE*

L

lab reports..... 8
legal (advice, litigation, legal affairs)..... *see CORE*

M

mail/delivery..... *see CORE*
maintenance..... *see CORE*



meetings *see CORE*
minutes *see CORE*

N

necropsy reports 8

P

parks/recreation
 gifts/donations 5
 horticulture 5
 programs/projects 6
 schedules 5
 sports leagues 6
pathology 8
payroll *see CORE*
permits *see also CORE*

facilities use *see CORE, Contracts & Agreements*
sports leagues 6
planning *see CORE*
project plans *see CORE*
property management *see CORE*
public disclosure *see CORE*

R

records management *see CORE*
recreation
 class attendance 5
 programs 6
 sports leagues 6
reports
 parks/recreation
 class attendance 5
ribbon winners (fairs) 4

S

schedules
 parks/recreation 5
security *see CORE*
sports leagues 6
staff records *see CORE*

T

ticket sales (fairs) 4

Z

zoos 7



For assistance and advice in applying this records retention schedule,
please contact Washington State Archives at:
recordsmanagement@sos.wa.gov
or contact your Regional Archivist.